Trauma Care Plan User Guide

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Trauma Care Plan User Guide

Welcome!

The Virtual Family Readiness Group (vFRG) web system has been developed to help your FRG prepare families for deployments, unaccompanied tours, and extended temporary duty assignments. Your FRG site helps you to easily and effectively communicate the latest news and important information to your military families. Virtual FRGs promote support, assistance, and communication among families facing similar challenges.

The Trauma Care Plan is a part of the vFRG. In this guide, we'll give you the information you need to get started using the Trauma Care Plan module. Following is a list of the topics included in this document:

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Getting Started

The Trauma Care Plan module holds extensive information about a soldier in case of an emergency, including items like contact information and religious preference. FRG administrators can view this information, as well as anyone the soldier chooses to add to the list of viewers. In case something happens to the soldier, the Trauma Care Plan can be used as an emergency contact and information repository.

Logging Into the System

Site registration

- To access the user registration tools, you must click the **Registration** link in the left navigation bar and complete the requested information.

Logging into the site

- To log into the site, you must be a registered user or a site administrator.

To log into the system:

- Click the **Login** link at the top of the page, right under the site banner.
- Enter your **Username** and **Password**. Then, click the **Login** button.

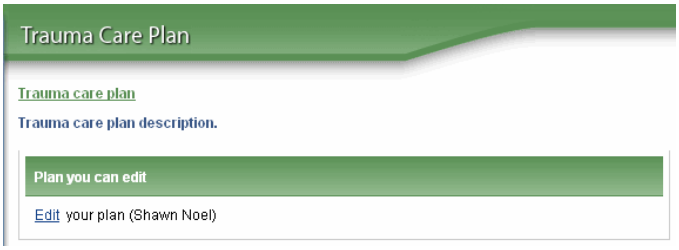
Using the Trauma Care Plan

Note: In order to edit the Trauma Care Plan as a user, you must have DEERS authentication access. An administrator must add you to the system in this capacity.

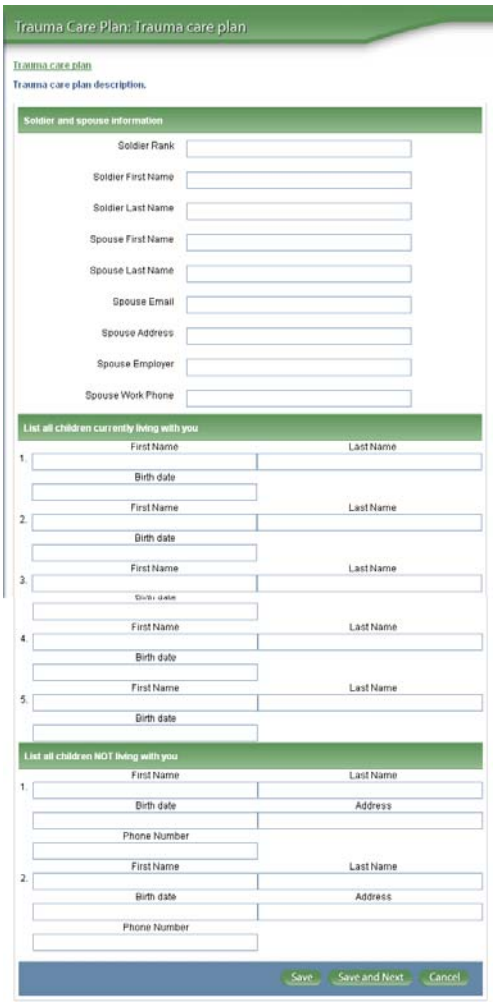
Editing information in the Plan

To add or edit information in the Trauma Care Plan:

- After you have logged in, click the **Trauma Care Plan** link in the left-hand navigation bar. A page like the following displays:



- Click the **Edit** link. The following page displays:



Under **Soldier and spouse information**:

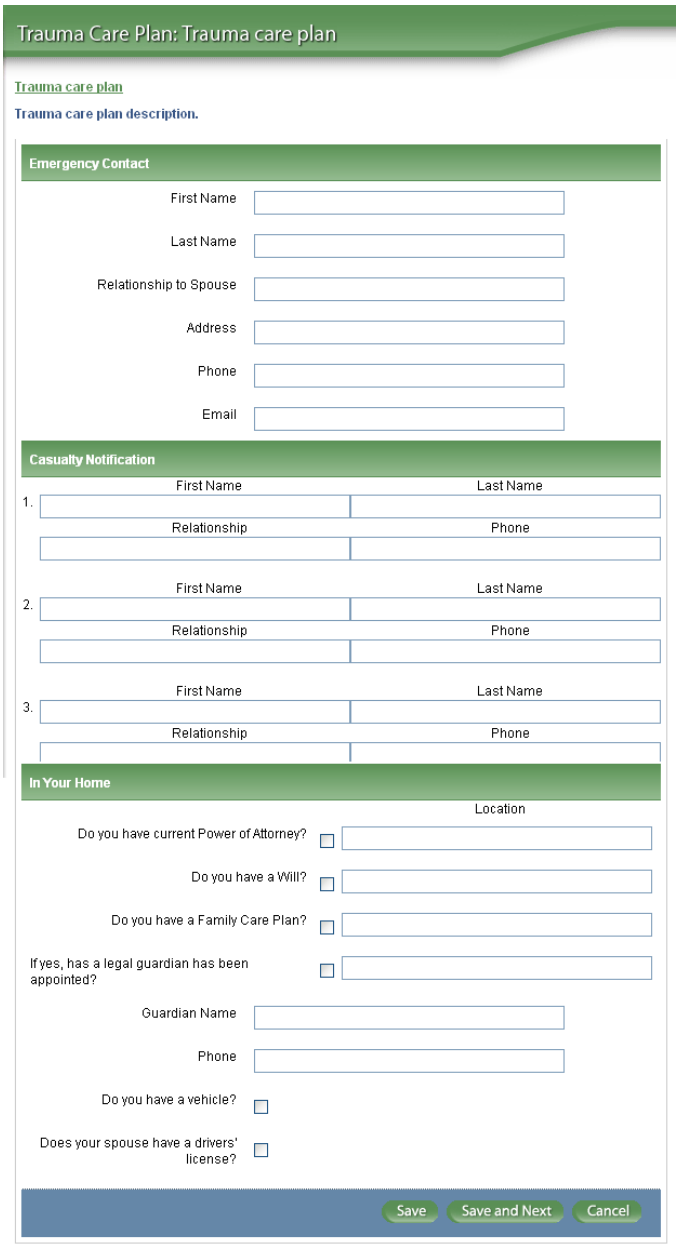
- Enter your rank.
- Enter your first and last name.
- Enter your spouse's first and last name.
- Enter your spouse's email address.
- Enter your spouse's address.
- Enter your spouse's employer.
- Enter your spouse's work phone.

Under **List all children currently living with you**:

- Enter a first and last name for each child in the house and his or her birth date.

Under **List all children NOT living with you**:

- Enter a first and last name for each child and his or her birth date.
- Click **Save and Next** to advance to the next page. The page looks like the following:



Under **Emergency Contact**:

- Enter the emergency contact's first and last names.
- Enter the relationship of the emergency contact to the spouse of the soldier.
- Enter the address of the emergency contact.
- Enter the telephone number of the emergency contact.
- Enter the email address of the emergency contact.

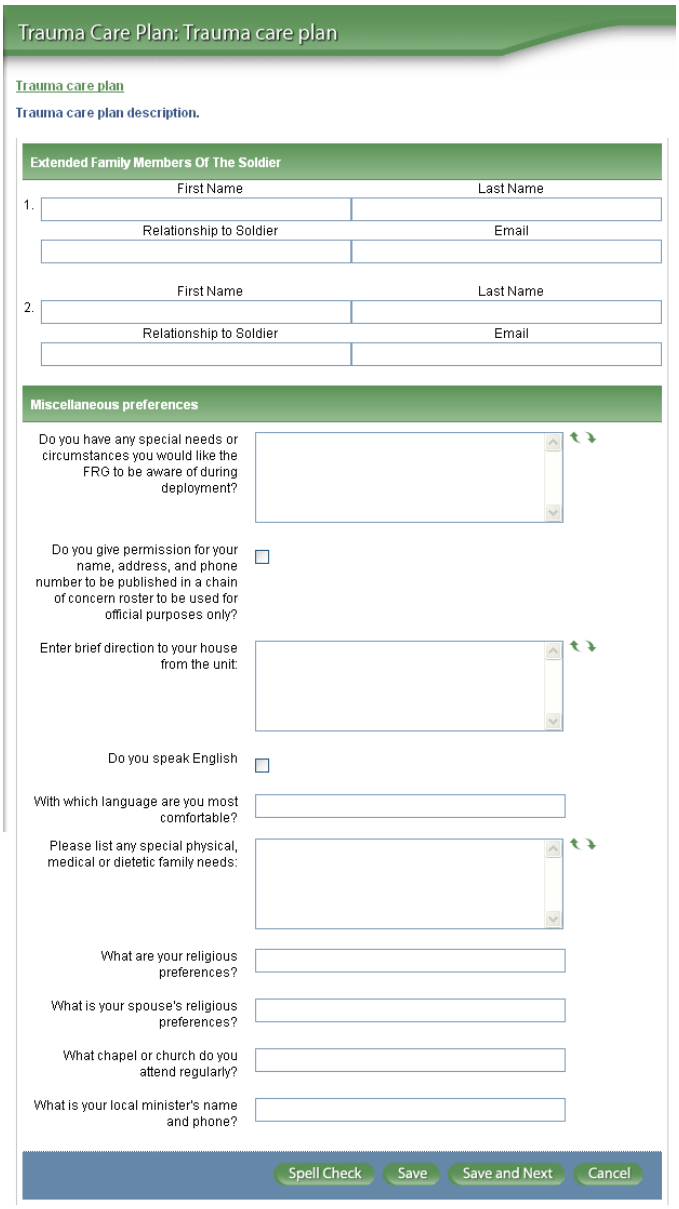
Under **Casualty Notification**:

- There is room for three notifications.

- Enter the first and last name of the person to be notified.
- Enter the relationship to the soldier and the phone number of the person to be notified.

Under **In Your Home**:

- Check the checkbox if you currently have power of attorney. Enter the location of the paperwork.
- Check the checkbox is you have a will. Enter the location of the will.
- Check the checkbox is you have a Family Care Plan. Enter the location of the paperwork.
- If you do have a Family Care Plan and a legal guardian has been appointed for your child or children, check the checkbox. Enter the location of the paperwork.
- Enter the guardian's name.
- Enter the guardian's telephone number.
- Check the checkbox if you have a vehicle.
- Check the checkbox if your spouse has a driver's license.
- Click **Save and Next** to advance to the next page. The page looks like the following:



Under **Extended Family Members of the Soldier**:

- Enter two extended family members, including first and last name, relationship to the soldier, and email addresses.

Under **Miscellaneous preferences**:

- The first question is Do you have any special needs or circumstances you would like the FRG to be aware of during deployment? Your answer may be anything from the fact that your wife is pregnant to the fact that your children are staying with grandparents during deployment because you are divorced from your husband and he is not in the area.
- The next question is Do you give permission for you name, address, and phone number to be published in a "chain of

concern" roster to be used for official purposes only? Check the checkbox if you give permission.

- Enter brief direction to your house from the unit.
- Answer the question Do you speak English? Check the checkbox if you speak English.
- The system asks With which language are you most comfortable? Fill in the field with you first language.
- Next, list any special physical, medical, or dietetic family needs.
- The system next asks what you and your spouse's religious preferences are. Enter the answers in the fields provided.
- Enter the answer to what chapel or church you regularly attend in the field provided.
- Enter your local minister's name and phone number in the field provided.
- If you want to use the spell check function, click **Spell Check**. If you want to clear the answers to the question, click **Clear**. If you want to save the information but not advance to a new screen, click **Save**.
- To save and advance, click **Save and Next**. A list of who can view your Plan displays.

Adding a viewer to your Plan

After you have gone through and added or edited all of your Trauma Care Plan information and have clicked **Save and Next**, a button displays that allows you to add viewers to your Plan.

Note: All FRG administrators are automatically added to a soldier's viewers' list and cannot be deleted. Only viewers you add can be deleted.

To add new viewers to your Plan:

- Click **Add Viewer**.
- Check the checkbox next to a person you want to be able to view your plan.
- To cancel your selection, click **Cancel**. Click **Save** to save your selection to the system.

For Additional Assistance

For help with the Trauma Care Plan module, you can contact technical support.

Contacting technical support

If you have any additional questions that this guide did not answer, contact the DefenseWeb Technical Support Team at (858) 272-8505 or support@defenseweb.com.

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.